

**Job Title: Property and Evidence Technician****Department /Office:** Hopi Resource Enforcement Services**Reports to whom (title):** HRES Lieutenant**Salary / Hourly Range:** 40**Job Classification Code:** 7720**Level of Background Check:** 1A**FLSA Status:** NON-EXEMPT; Full-time, Part-time, Temporary**Driving Required:** Yes**Revision Date:** 01/21/2014**JOB DESCRIPTION:**

The Property and Evidence Technician shall be responsible for processing all aspects of crime scenes to include, collection of evidence, photographic imaging of the crime scene, documentation of evidence and submission of evidence to crime laboratory(ies). This position requires technical record keeping and preparation of evidence exhibits for court presentations and related courtroom testimony. Duties also include assisting the Evidence and Property Supervisor with planning, organizing, storing and processing evidence maintained in the Property Control Section. Work is performed in accordance to tribal, federal and state laws plus established policies/procedures with considerable need for independent judgment and a high degree of accuracy. General supervision is received from a Lieutenant.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

ESSENTIAL FUNCTIONS of the job include, but are not limited to, the following:

1. Receive, identify, classify, process, store, safeguard, oversee delivering of, release, and dispose of all types of police property and evidence including weapons, explosives, narcotics, money, hazardous materials, and body parts and fluids; ensure incoming property has proper documentation and packaging; issue receipts for property received.
2. Track the movement of and maintain chain of custody documentation for all property and evidence; retrieve, package, release to personnel, and oversee the transport of property and evidence to labs for special testing, to court for hearings/trials, and/or to storage; inspect, verify receipt of, and place property back in original or new location when returned.
3. Coordinate the release, destruction, and disposal of adjudicated, obsolete, and unclaimed property and evidence as authorized; develop correspondence instructing property owners of the disposition of property; release items to rightful owner; pull evidence to be destroyed or auctioned; dispose of narcotics in manner directed; prepare associated reports.
4. Maintain accurate records and logs of all property and evidence; maintain manual and computerized record control systems; operate a computer to access, enter and retrieve a variety of information; print and deliver reports.
5. Provide training and assistance to Police Department staff on the proper packaging and handling of impounded property.
6. Attend and participate in training sessions related to area of assignment including firearms safety, bomb/explosive awareness, infectious disease control, hazardous materials awareness, occupational exposure to blood borne pathogens awareness, fire protection and control, radio communications, telecommunications, evidence tracking and control systems, general forensic laboratory and evidence collection, and evidence packaging and sealing techniques.
7. Check and process a variety of forms, reports, and documents; process laboratory service requests, court orders, and other documents. Prepares evidence and court exhibits and testify in court as required under subpoena.
8. Inspect, order, maintain, and stock department equipment/supplies (within budgetary limitations) that are used for processing crime scenes and/or gathering evidence.
9. Perform other duties as assigned or authorized to achieve the goals and objectives of HRES.

MINIMUM QUALIFICATIONS:**1. Required Education, Training and Experience:**

- A. High school diploma or GED, Associates Degree in Criminal Justice preferred.

OR

- B. One year work experience in a law enforcement agency as a corrections officer, dispatcher, law enforcement officer or related area

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

- Operations, services, and activities of a property and evidence program.
- Methods, procedures, principles, practices, and terminology used property and evidence handling, recording, preservation, storage, and release.
- Court procedures regarding evidence.
- Legal guidelines pertaining to the maintenance and control of evidence.
- Records management and inventory techniques.
- Warehousing and storekeeping principles and practices.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.

- Office procedures, methods, and equipment including computers and applicable software applications.
- Occupational hazards and standard safety practices.
- Pertinent tribal, state, and federal laws, codes, and regulations.
- Methods and techniques used in customer service and public relations.
- English usage, spelling, grammar, and punctuation.
- Perform a variety of technical and specialized clerical duties with speed, accuracy, and efficiency.
- Receive, process, store, document, release, and dispose of various evidence and property.
- Effectively account for police property and evidence; organize and maintain control systems.
- Maintain a current knowledge of evidence and property storage and release procedures.
- Apply and explain pertinent laws, rules, regulations, protocols, policies, and procedures related to property and evidence.
- Understand the criminal and civil judicial systems.
- Maintain a variety of records.
- Prepare clear and concise reports.
- Operate modern office equipment including computers and applicable software.
- Respond to requests and inquiries from the general public.
- Safely perform the physical requirements necessary in storing and moving materials.
- Order a variety of supplies, materials, and equipment.
- Plan and organize work to meet changing priorities and deadlines.
- Follow oral and written instructions.
- Work independently in the absence of supervision.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

NECESSARY SPECIAL REQUIREMENTS:

1. Possess valid Arizona Driver's license and complete/ pass the Hopi Tribe's Defensive Driving Course.
2. Complete/pass a background investigation (Tribal).
3. Complete/pass a polygraph examination.
4. No felony convictions.
5. No court case pending (excluding minor traffic violations and civil cases that do not involve domestic violence) within the past twelve (12) months.
6. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing.

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